



OKLAHOMA DEPARTMENT OF CORRECTIONS
Training Department
Coversheet/Lesson Plan

COURSE INFORMATION					
Catalog Code		CLEET Code		Credit Hours	
Course Title					
Course Type					
Authored/Revised by					
Signature and Date					
Reviewed by					
Signature and Date					
Instructor Requirements					
Time Frames					
Target Audience			Student/Instructor Ratio		
Approved by					
Signature					

PERFORMANCE OBJECTIVES

(List one objective per bullet, use as many bullets as necessary)

At the conclusion of {#} hours training, participants will:



Course Overview

{Short overview describing the purpose of the course}

METHOD OF EVALUATION	Yes	No	DELIVERY METHODS / TECHNIQUES	Yes	No	INSTRUCTOR MATERIALS	Yes	No
Written Exam			Video			Class Roster		
Oral Exam			Physical Demonstration			Sign-In Sheets		
Recorded Interview			Classroom Lecture			Lesson Plan		
Physical Demonstration			Informal Lecture			Agenda		
			Power Point/Manual			Evaluation Forms		
			Oral Demonstration			Testing Material		
						Other		
						Other		

PHYSICAL SPACE REQUIREMENTS

Space Requirements				
Room Setup		Classroom		Workstations
		Auditorium		Semi-Circle
		Circle		Tactics/Gym
		Other:		

EQUIPMENT AND SUPPLIES

Audio/Visual		Power Point Remote		DVD Player/TV
		DVD Video		Video Camera
		Overhead Projector		Laptop
		Other:		Other:
Facilitation		Flip Chart		Masking Tape
		Flip Chart Stand		Markers, #
		Dry Erase Markers		Post It Notes
		Props		Handouts
		Duty Gear		Other:
Participant		Blank Paper		Pens/Pencils
		Duty Gear		Other:

REFERENCES/SOURCES

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HANDOUTS

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LESSON PLAN	
PRESENTATION PLAN	NOTES
Objective ➤	➤